

The following was completed for AIC 519, WG12 N379.

ISO TC184/SC4/QC N108
Supersedes: QC N099
Date: 1999-04-23

Convener Approval Checklist for SC4

The Working Group Convener shall review and verify to be correct the items identified in the list below by placing a check mark in the box of the items verified then signing and dating the checklist after completing verification. The Convener shall then send an Email message to the SC4 sign-off exploder sign-off@cme.nist.gov) stating the date of the sign-off, the SC4 standard number, part number and title, and the n-number and date (on the cover page) of the approved part and any related documents with their n-numbers and dates. The part is now ready for release to the SC4 Secretariat for ballot preparation. The part (electronic and paper formats as required by the Secretariat), the completed checklists, and all other supporting documents (electronic formats only) for the part shall be sent the SC4 Secretariat. Requirements for submitting documents at any stage of approval may be found at <<http://www.nist.gov/sc4/www/stdsumm.htm>>.

The current versions of supporting documents for SC4 part developers may be found at <<http://www.nist.gov/sc4/www/necdocs.htm>>.

PROJECT TEAM REVIEW

1. The Project Leader has dated and signed the completed checklist prior to submitting it to the Convener.

Comments: Yes - WG12 N 353

2. The Project Leader's checklist has at least one box checked for each numbered item that applies to the part.

Comments: Yes, checks where applicable - WG12 N 353

3. The project team's internal reviewer has completed, dated, and signed the project team's internal review report.

Comments: Yes, where applicable - WG12 N 354 - Completed by Editor

PART STAGE

4. This part is at stage:

- Stage 6 (IS).
- XX Stage 5 (FDIS).
- Stage 4 (DIS).
- Stage 3 (CD).
- Stage 2 (WD) industry review.

Comments:

COVER PAGE

5. The cover page has the correct format, structure, and content. (See 4.2.1 and annex A of the supplementary directives for the drafting and presentation of ISO 10303 (SD) and <<http://www.nist.gov/sc4/editing/cover>>.)

Comments: Yes

6. The N-number is present and correct. If the document has been updated, the 'Supersedes' field contains the previous N-number.

Comments: Yes- verified

7. The date is present with the format YYYY-MM-DD.

Comments: Yes

8. The part number and title have been verified with the SC4 Secretariat as being the same as that recorded by TC 184/SC4 for the project type.

Comments: Yes

9. The part title on the cover matches the part title provided on the Scope page.

Comments: Yes

10. The ballot stage and ballot cycle are correctly indicated.

Comments: Yes

11. The abstract is unambiguous and supports the scope of the part.

Comments: Yes

12. The keywords are appropriate for inquiries by interested parties.

Comments: Yes

13. The Project Leader and Part Editor are correctly specified as recorded by TC 184/SC4; names, addresses, telephone/FAX numbers, and e-mail addresses are present.

Comments: Yes

14. The 'Comments to Reader' field contains the correct required text for the part. (See <http://www.nist.gov/sc4/editing/cover/cov_read.htm>.)

Comments: Yes

15. The 'Copyright Notice' field contains the correct required text for the part at its current stage. (See <<http://www.nist.gov/sc4/editing/cover>>.)

Comments: Yes

COPYRIGHT

16. The copyright symbol and statement are on the bottom of page ii. They are correct and as specified by the SD. (See 4.2.2 of the SD.)

Comments: Yes

17. The correct copyright symbol is on page 1, and it is as specified by the SD. (See 4.1.4 of the SD.)

Comments: Yes

18. Each page of the document has the correct page header with the copyright symbol as specified by the SD. (See 4.1.4 of the SD.)

Comments: Yes

CONTENTS, ANNEXES, FIGURES, AND TABLES

19. The table of contents (TOC) starts on page ii (left-hand side of the document. (See 4.2.2 of the SD.)

Comments: Yes

20. The TOC is complete and contains the information specified by the SD. (See 4.2.2, 7, or 8.1 of the SD.)

Comments: Yes

21. All figures and tables have a title and are presented in the correct format as specified by the SD. (See 4.5 of the SD.)

Comments: Verified

22. The index is present and starts on the page specified by the TOC. (See 4.2.2 of the SD.)

Comments: Yes

SCOPE

23. The Scope for the part begins on page 1 (right-hand side of the document) and the format of the page is correct as specified by the SD, including the header that is different from all other page headers for the part. (See 4.1.4, 4.1.6, 4.3.1 of the SD.)

Comments: Yes

24. The title of the part that appears on the Scope page is the same title that is registered with SC4 for the part.

Comments: Yes

25. The title makes proper use of upper and lower case letters, as specified by the SD. (See 4.3.1.1 of the SD.)

Comments: Yes

26. All in-scope and out-of-scope aspects of the part are identified and verified. (See 4.3.1.2 and 6.2, 7.1, or 8.2 of the SD.)

Comments: Yes - minor editorial changes to scope. SC4 Sec notified on 29 June 1999

27. The scope as stated in the original New Work Item for the part:

___has been increased. Please enter the date when a new work item will be initiated into the comment field above.

___has been decreased. Please enter the date when a new work item will be initiated into the comment field above.

☒_XX_ is unchanged.

Comments: See prior item

28. The Convener has notified the SC4 Secretariat of the scope changes:

☒_XX_ Yes.

☐ The scope is unchanged.

Comments:

29. The scope statement is complete, concise, unambiguous, and conveys the scope of the part in terms that are understandable to an engineering user, an application domain expert, and a software implementor. (See 4.3.1.2 and, depending on part class, also 6.2, 7.1, or 8.2 of the SD.)

Comments: Scope as per ballot resolution

30. No user requirements or definitions appear in the scope statement. (See ISO/IEC Directives Part 3:1997 clause 6.2.1.)

Comments: Scope as per ballot resolution

31. No font sizes smaller than 2.5mm in height or 8pt size appear in any of the text, diagrams, figures, or tables. (See 4.1.3 and 5.4 of the SD.)

Comments: Verified as readable within font sizes

ISSUE LOG

32. The issue log is up-to-date for the Stage of the part:

☐ At Stage 3, there is evidence of active issue resolution (open issues are permitted).

☐ At Stage 4, there are no open technical issues (though there may be open editorial issues).

☒_XX_ At Stage 5, there are no open issues.

Comments: Comments provided as WG12 N N381

33. The issue log is in the proper format for the Stage of the part:

At Stage 3, the issue log is coherent, uses application domain terminology, and is complete.

At Stage 4 and Stage 5, the issue resolutions are recorded using ISO Form 13B. (See <<http://www.nist.gov/sc4/forms/form13b>>.)

Comments: The issue log is in the correct format. Ballot responses reference numbers that are not contained in the ballot responses. Correct if possible.

REQUIRED SUPPORTING DOCUMENTS FOR 10303 APPLICATION PROTOCOLS

If the part is a 10303 application protocol, check the following items:

34. The validation report is complete for the Stage of the part in question. (See 5.3.2, 5.4.1, 5.4.5, and 5.6.1 of Guidelines for the development and approval of STEP application protocols (APG).)

Comments: Not applicable

35. Annex L contains usage scenarios for the part. Annex L is optional but you are strongly encouraged to include it. (See 4.7 and 5.4.6 of the APG.)

___ Yes. The usage scenarios reflect the scope of the part.

___ No. Convener and project team have agreed that usage scenarios are not needed at this Stage for this part.

Comments: Not applicable

36. Annex M contains technical discussions about the part. Annex M is optional but you are strongly encouraged to include it. (See 4.7 of the APG.)

___ Yes. The technical discussion in annex M is concise and contains useful and clarifying information about the part.

___ No. Convener and project team have agreed that technical discussions are not needed at this Stage for this part.

Comments: Not applicable

37. The abstract test suite that corresponds to this part is appropriately complete for the part's Stage:

At Stage 3, the test purposes are complete for the ARM and are in work for the AIM.

At Stage 4 and Stage 5, the abstract test suite is complete.

Comments: Not applicable

APPROVAL

I have reviewed and verified the items on this document for:

Standard __10303__ Part __519__ Stage __FDIS__ WG __12__ N __379__

Name __Greg A. Paul__ Date __99-07-06__